

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department			
Christopher Graham					Chief Executive			
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR		£
26/06/2014	0645	-	Train ticket from home to Stockport to catch train to London		45p	25p	2.60	1
	-	2000	Subsistence claim (day over 12 hrs) taking account of two receipts on GPC amounting to £14.25 - copies attached for reference				0.75	2
				sub-total	0	0	3.35	
Other incidental expenses (e.g. telephone, postage)								
						total amount claimed	3.35	
						less cash advances received		
						amount claimed for payment	3.35	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
DECLARATION								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.								

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you



EXPENSES CLAIM

Claim Number

94192

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department			
Christopher Graham			Chief Executive			
Usual mileage to work						
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.						
Date	Time	Full details of journey and charges.	Mode of travel	Car mileage	Receipt attached *	
	Depart	Arrive		STD 45p	PTR 25p	£ p
19/06/2014	1240	-	Left office			
	-	-	Bus ticket from airport to Paris bus station (50% of actual receipt)	Bus		11.00 1,2
	-	-	Bus ticket from bus station to hotel (book of 10 tickets pre-purchased at Euro 13.70 making each journey 1.37)	Bus		1.37 3
	-	-	Supper			27.40 4
20/06/2014	-	-	Breakfast (accommodation paid for by conference organisers)			10.00 5
	-	-	Bus ticket from hotel to conference venue	Bus		1.37 6
	-	-	Bus ticket from conference venue back to hotel to check-out	Bus		1.37 7
23/06/2014	-	1220	Returned to office			
			sub-total	0	0	52.51
Other incidental expenses (e.g. telephone, postage)						
total amount claimed					52.51	EUROS
less cash advances received						
amount claimed for payment					52.51	EUROS
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.						
DECLARATION						
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.						

* Receipts must be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

27329

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department					
Christopher Graham			Chief Executive					
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	£	p
					45p	25p		
08/06/2014	1915	-	Food on train on way to London				4.95	1
09/06/2014	-	2000	Returned home					
11/06/2014	0815	-	Food on train on way to Leeds				5.30	2
	-	1615	Food on train on way back to Manchester				3.10	3
12/06/2014	1700	2100	Train ticket from Wilmslow to Cheadle Hulme (remaining journey free due to Senior Railcard) to attend event in Manchester <i>One Pass</i>	Train			1.80	4
16/06/2014	0850	1740	Food on train on way to London				4.95	5
17/06/2014	0645	-	Train ticket from home to Stockport to catch train to London				2.60	6
	-	2000	Food on train on way to London				4.70	7
				sub-total	0	0	27.40	
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							27.40	
less cash advances received								
amount claimed for payment							27.40	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
DECLARATION								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.								

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

10491

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
Christopher Graham				Chief Executive			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	
			EURO EXPENSES				
02/06/2014	1600	-	Left the office to go to airport to fly to Brussels				
	-	-	Subsistence rate for dinner				40.00
03/06/2014	-	-	Lunch in European Commission canteen				8.40
	-	2155	Food at airport awaiting return flight (minus alcohol)				8.00
04/06/2014	1600	-	Left the office to go to airport to fly to Strasbourg (via Amsterdam)				
05/06/2014	-	-	Taxi from airport to Council of Europe (after flight delayed to next day)	Taxi			50.00
	-	-	Taxi from Council of Europe to hotel	Taxi			7.50
06/06/2014	-	-	Taxi from hotel to airport for return flight	Taxi			50.00
	-	-	Food at Strasbourg airport awaiting flight to Schiphol				6.70
	-	1100	Food at Schiphol airport awaiting flight to Manchester				9.95
				sub-total	0	0	180.55
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						180.55	EUROS
less cash advances received							
amount claimed for payment						180.55	EUROS
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

88376

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

4249

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department				
Christopher Graham				Chief Executive				
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR		
					45p	25p	£ p	
03/06/2014			Flight from Shannon to Manchester - see attached itinerary				52.37	1
			Flight to return direct from Dublin after BIIDPA meeting would cost £55.24, actual flight cost less than this					
			To be recharged					
			Cost of telephone calls from home telephone - see attached invoice					2
			which has already been signed off and returned to Finance					
			sub-total		0	0	52.37	
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							52.37	
less cash advances received							8.08	
amount claimed for payment							44.29	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
DECLARATION								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.								

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

21102

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department		
Christopher Graham					Chief Executive		
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
EURO EXPENSES							
08/04/2014	1545	-	Rail ticket in Brussels (omitted from previous claim form #83489)				8.50 1
10/04/2014	-	1800	Rail ticket in Brussels (omitted from previous claim form #83489)				8.50 2
12/04/2014	1150	-	Bus ticket from airport to hotel				2.60 3
13/05/2014	-	2345	Bus ticket from hotel to airport				2.60 4
				sub-total	0	0	22.20
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						22.20	£18.00 EUROS
less cash advances received							
amount claimed for payment						22.20	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

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EXPENSES CLAIM

Claim Number

23434

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
Christopher Graham				Chief Executive			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
16/04/2014			Cash tip from lunch with Antony Porter and Kishor Mistry from Surveillance Camera Commissioner's office (meal paid for on GPC card)				3.50 1 ✓
24/04/2014	0645	-	Train from home to Stockport to catch train to London	Train			2.60 2 ✓
	-	-	Coffee on train on the way to London				1.85 3 ✓
	-	-	Lunch in London				6.50 4 ✓
25/04/2014	-	1245	Returned to office				
				sub-total	0	0	14.45
Other incidental expenses (e.g. telephone, postage)							
total amount claimed							14.45
less cash advances received							
amount claimed for payment							14.45
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.



EXPENSES CLAIM

Claim Number

83489

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

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* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the items consumed. Thank you.

Claim Number	
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EXPENSES CLAIM

54387

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the items consumed. Thank you.

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EXPENSES CLAIM

Claim Number

99074

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name Simon Entwisle			Job Level H	Payroll NO.	Department Executive		
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD 45p	PTR 25p	
12.05.14	0600		Tintwistle to Stockport Station	Car			no claim
	0632		Car Parking at Stockport Station				£5.00 ✓ 1
	0651		Stockport to London Euston (return)/Civil Service College	Train			pre-paid
			Expenses claimed £5.20				£5.20 ✓ 2
		2030	Stockport to Tintwistle	Car			no claim
15.05.14	1015		Hadfield to Manchester Attending BIOA AGM & workshops	Train			
		1800	Manchester to Hadfield - walk to Tintwistle	Train			£4.20 ✓ 3
20.05.14	1220		Car Parking Stockport Station (accommodation viewings)				£6.00 ✓ 4
			Manchester to Stockport	Train			£3.20 ✓ 5
			Stockport to Tintwistle	Car			no claim
sub-total					0	0	£23.60
Other incidental expenses (e.g. telephone, postage)							
<div style="float: right; text-align: right;"> total amount claimed £23.60 less advances received amount claimed for payment £23.60 </div>							

RECEIVED
- 2 JUN 2014

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name				Job Level	Payroll NO.	Department	
Simon Entwisle				H		Executive	
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD 45p	PTR 25p	
11.06.14	1430	1700	Tintwistle to Penrith return 234 miles & deduct normal home to office journey 22.2 x2 = 189.6 miles (flight cost comparison £144.43)	Car		189.6	£47.40
	1750	2005	Penrith to Edinburgh	Rail			no claim
			Overnight at Radisson Blu Hotel Edinburgh claimed by K Macdonald				
			Expenses claimed: £3.14				£3.14 ✓ 1
12.06.14			Attending DP Conference, Edinburgh				
	1650	1930	Edinburgh to Penrith	Rail			no claim
13.06.14	1130	1415	Penrith to Tintwistle (see above)				
19.06.14	0615		Tintwistle to Stockport	Car			no claim
		1815	Stockport to London Euston return / meeting with various MOJ officials	Rail			pre-paid
			Expenses claimed: £3.25 + £4.35				£7.60 ✓ 2
				sub-total	0	0	£58.14
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						£58.14	
less advances received							
amount claimed for payment						£58.14	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

If provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

58158

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department				
DAVID SMITH		H		DP EXECUTIVE				
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR		£
					45p	25p		
07/05/14	16:50		Wilmslow to London	Train				
			Euston to Vauxhall	Tube			2.20	
08/05/14			Vauxhall to Green Park	Tube			2.20	
			(Westminster e-forum seminar)					
			Green Park to Euston	Tube			2.20	
			Euston to Stockport	Train				
		16:20	Stockport to Home	Bus			2.60 yes	
			Subsistence				22.30 yes	
			sub-total		0	0	31.50	
Other incidental expenses (e.g. telephone, postage)								
<div>RECEIVED</div>						total amount claimed		31.50
						less cash advances received		
						amount claimed for payment		31.50
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
DECLARATION								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Communications Finance Guide								

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

52933

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
DAVID SMITH		H		DP EXECUTIVE			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
12/05/14	14:25		Office (Wilmslow) to Stockport rail station	Car	11		4.95
			Car parking ticket				12.00 yes ✓
			Stockport to Euston, London	Train			
			Euston to Knightsbridge	Tube			2.20
			(Executive Networking evening)				
			Knightsbridge to Euston	Tube			2.20
			Euston to Stockport	Train			
		23:30	Stockport to Home	Car	11		4.95
			Subsistence				3.99 yes ✓
			sub-total		22	0	30.29
Other incidental expenses (e.g. telephone, postage)							
total amount claimed							30.29
less cash advances received							
amount claimed for payment							30.29
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

14881

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department		
DAVID SMITH			H		DP EXECUTIVE		
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
23/04/14	10:50		Wilmslow to London	Train			
			Euston to Charing Cross	Tube			2.20
			(Technology Reference Panel)				
			Charing Cross to Euston	Tube			2.20
	16:40	18:55	London to Wilmslow	Train			
			Subsistence				3.29 yes
			sub-total		0	0	7.69
Other incidental expenses (e.g. telephone, postage)							
<div>RECEIVED</div>					total amount claimed		7.69
					less cash advances received		
					amount claimed for payment		7.69
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

24476

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
David Smith		H		DP Executive			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
15/04/14	12:50		Wilmslow to London	Train			
			London Euston Square to Liverpool Street	Tube			2.20
			(Clyde & Co/Experian Data Breach Conference)				
16/04/14			Liverpool Street to Euston Square	Tube			2.20
	08:40	10:45	London to Wilmslow	Train			
			Subsistence				4.99
							YES
			sub-total		0	0	9.39
Other incidental expenses (e.g. telephone, postage)							
RECEIVED				total amount claimed		9.39	
				less cash advances received			
				amount claimed for payment		9.39	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
 * If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

86496

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
DAVID SMITH		H		DP EXECUTIVE			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
30/04/14	09:50		Wilmslow to London	Train			
			Euston to Bank (International Association of Privacy Professionals)	Tube			2.20
			Mansion House to Earls Court (Information Security Europe event)	Tube			2.20
			Earls Court to Monument (Allen and Overy Dinner)	Tube			2.20
			Monument to Earls Court (Daily Oyster card maximum £8.40)	Tube			-0.40
01/05/14			Earls Court to Euston	Tube			2.20
		11:45	Euston to Wilmslow	Train			
				sub-total	0	0	10.60
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						10.60	
less cash advances received							
amount claimed for payment						10.60	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

76147

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name				Job Level	Payroll NO.	Department		
DAVID SMITH				H		DP EXECUTIVE		
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR		£
17/04/14			Wilmslow to Liverpool (return)	Car	79		35.55	
			passenger - Jenny Childs				3.95	
			(The Disclosure and Barring Service)					
				sub-total	79	0	39.50	
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							39.50	
less cash advances received								
amount claimed for payment							39.50	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
DECLARATION								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Completing Expenses Guide.								

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

Information Commissioner
REQUEST FOR CASH ADVANCE

Number:

994

(Copy) original attached.

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Information Commissioner's Office

Name:

DAVID SMITH

Date required by:

2nd June '14

(Specify time if leaving early)

Amount(s) required:

100 euros

Description:

Dates

314 JUNE '14

5 JUNE '14

Places

BRUSSELS

STRASBOURG

Purpose of Travel

ART. 29 WORKING PARTY

SPRING CONFERENCE

Expense code

99991

Budget Heading

Budget Dept.

Finance use only

(paid)

PAID

29 MAY 2014

System Entered

Amount(s)

£ 100.

Subsistence expenses to be incurred on business travel expenses only.

Information Commissioner
REQUEST FOR CASH ADVANCE

Number: 780

ico.

Information Commissioner's Office

Name: DAVID SMITH Date required by: 16th May '14
(Specify time if leaving early)

Amount(s) required:

200 Euros

Description:

Dates

19th - 21st May 2014

Places

Ireland

Purpose of Travel

Forum on International Privacy law

Expense code 99991

Budget Heading

Budget Dept.

Finance use only (paid)

PAID

13 MAY 2014

Euro Petty Cash

System Entered

Amount(s)

200 Euros

subsistence expenses to be incurred on business travel specified above.

RECEIVED

EXPENSES CLAIM

Claim Number

17797

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
David Smith		H		DP Executive			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	
02/04/14	07:10		Home to Stockport railway station	Car			
			Stockport to London	Train			
			Euston to Westminster	Tube			2.20
			(House of Lords' Select Committee)				
			Westminster to Euston	Tube			2.20
			Euston to Stockport railway station	Train			
		16:00	Stockport railway station to Wilmslow (office)	Car	11		4.95
			Stockport railway station car park				12.00 Yes
			Subsistence				5.00 Yes
02/04/14			Home to Prestbury (Dinner with International visitors)	Car	9		4.05
			Prestbury to Home	Car	9		4.05
			sub-total		29	0	34.45
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						34.45	
less cash advances received							
amount claimed for payment						34.45	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

* Receipts **must** be provided for subsistence claims and attached to the back of this form.

* If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

8379

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department		
David Smith			H		DP Executive		
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	
01/04/14			Home to Manchester (Dinner with visitors - International Enforcement Coordination event)	Car	10		4.50
			NCP car park, Manchester				6.00 yes
			Manchester to Home	Car	10		4.50
				sub-total	20	0	15.00
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						15.00	
less cash advances received							
amount claimed for payment						15.00	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

- * Receipts **must** be provided for subsistence claims and attached to the back of this form.
- * If no break down is provided please add a brief description of the items consumed. Thank you.

Claim Number	
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Information Commissioner's Office

EXPENSES CLAIM

42381

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

* Receipts **must** be provided for subsistence claims. Please attach to the **back** of this form.